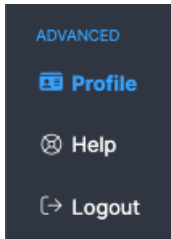


# Creating user groups

01/31/2024 2:00 pm EST

User groups are used in the InsightStore to make it simpler to share dashboards and reports.

To create a user group, click on *Profile* in the lower portion of the left navigation bar.



Click on *Your Organization*, *User Groups*, and *Create User Group*.

Provide a *User Group Name*, then select the members of the group and a role for each member. Admins can add and remove members from the group.

You will automatically be added to the group as an admin.

## NEW USER GROUP

Cancel

Create User Group

User Group Name:

Enter Group Name

Name	Not a Member	Member	Admin
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
CivicScientists - [blurred]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[blurred]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[blurred]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

When you've selected all the members and their roles, click *Create User Group*.

## New User Group

Cancel

Create User Group

User Group Name:

Enter Group Name

Your new group won't be listed on the next screen, but when you click on *User Groups* again in the *Your Organization* tab, you will see the new group listed.

## USER GROUPS

+ Create User Group

Sales Team



Demo Group



Example



